2 4 JUN 1981

MEMORANDUM FOR: Deputy Director for Applications
                   Deputy Director for Processing

FROM: Bruce T. Johnson
                   Director of Data Processing

SUBJECT: Proposed Office Automation MBO

    1.   I have reviewed the six areas of activity which you have
jointly proposed for a new MBO on office automation. The outline
seems reasonable but I have a couple of questions and a few
suggestions.

    2.   May I assume that item 1.B. under Word Processing,
having to do with the development of a VM-based service, the
outstanding request for compatibility with the SAFE system will
be reflected in the milestones which are due in September? Will
it still be our plan to have the local service, based on the
Delta Data 7260 local host, compatible with the central services?

    3.   In section 2. under AIM Implementation, I suggest that
we have a milestone covering planning for the phased deployment
of the AIM system.

    4.   Under section 5. A. on Visual Aids, I would like a
little clarification about what in fact is intended by this
milestone. Also, are these the only three milestones that are to
be identified in the area of computer graphics?

    5.   In section 6. on Remote Devices Support, I do not find
any evidence of planning for work on support for Wang equipment,
but I believe we are agreed that such support will be needed
sooner or later. Should this be one of our milestones?

    6.   The only other major area of activity which I believe
should be reflected in this plan is one which, in a sense, sub-
sumes all the others and may therefore have been considered to be
covered by the individual sections already outlined. I refer to
the problem of providing appropriate advice and guidance to our
customers as they attempt to take advantage of the various
services which add up to an Office Automation program. We need,
it seems to me, an action plan for the integration of these
various service subsets into a more coherent program which can be
described and, if you will, sold to ODP's customers. As time
goes on, those customers will be subjected directly and indirec-
tly to the siren song of various vendors whose products may or
may not be compatible with what we are trying to do centrally.

We had better be prepared with a credible story about what they can expect to get from us or we will find them going off in a variety of other directions in a series of uncoordinated information management programs.

/s/ BTJ

Bruce T. Johnson

O/D/ODP/BJohnson:ee/24 Jun 81

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Office Automation (OA) MBO

Six Areas of Activity

1. Word Processing and Text Composition

    A. Select Standard Word Processing Terminal (Processing)

        o Complete draft RFP   July 81

        o Release RFP   August 81

        o Receive all proposals   October 81

        o Complete initial evaluation   November 81

        o Receive best and finals   December 81

        o Complete final evaluation   January 82

        o Contract award   January 82

    B. Implement a Central (VM based) Service (Processing)

        o Establish completion milestones September 81

    C. Implement a Local (7260 based) Service

        o Unscheduled

[handwritten: Need Xref to SAFE.]

2. Electronic Mail (AIM)

    A. Initial AIM Implementation (Processing)

        o Documentation completed   September 81

        o System operational   September 81

[handwritten: Deployment planning?]

    B. Enhanced AIM Implementation

        1. Time Management Services   Unscheduled

        2. Text Search   Unscheduled

        3. Spelling Verifier   Unscheduled

3. Output Media Centers (Applications)

        o Complete Requirements   September 81
           Documentation

4. Training (Applications)

        o Begin Comprehensive Review January 82

[handwritten: football?]

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        o Publish Findings and   September 82
           Recommendations

5. Graphics (Applications)

    A. Visual Aids   November 81   *?*

    B. GENIGRAPHICS Interface   August 83

    C. DICOMED Interface   August 83

6. Remote Devices Support

    A. Networking (Processing)

[handwritten: WANG support?]

        o Design 100 support   November 81
        o NBI Support   October 81

        o ETEC (Release 1) Support   September 81

        o Standard Word Processor   Unscheduled

    B. File Transfer Code Translator Facilities (Applications)

        o NBI to SCRIPT   Unscheduled

        o SCRIPT to NBI   Unscheduled

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ix Areas of Activity

. Word Processing and Text Composition

    A.   Select Standard Word Processing Terminal (Processing)

o	Complete draft RFP	July 81
o	Release RFP	August 81
o	Receive all proposals	October 81
o	Complete initial evaluation	November 81
o	Receive best and finals	December 81
o	Complete final evaluation	January 82
o	Contract award	January 82

    B.   Implement a Central (VM based) Service (Processing)

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        o   Establish completion milestones   September 81

    C.   Implement a Local (7260 based) Service

        o   Unscheduled

. Electronic Mail (AIM)

    A.   Initial AIM Implementation (Processing)

o	Documentation completed	September 81
o	System operational	September 81

    B.   Enhanced AIM Implementation

1.	Time Management Services	Unscheduled
2.	Text Search	Unscheduled
3.	Spelling Verifier	Unscheduled

3. Output Media Centers (Applications)

o   Complete Requirements   September 81
       Documentation

4.   Training (Applications)

    o   Begin Comprehensive Review *of what?* January 82

    o   Publish Findings and   September 82
        Recommendations

5.   Graphics (Applications)

   A.   Visual Aids _?   November 81

   B.   GENIGRAPHICS Interface   August 83

   C.   DICOMED Interface   August 83

6.   Remote Devices Support

   A.   Networking (Processing)

     o   Design 100 support   November 81

     o   NBI Support   October 81

     o   ETEC (Release 1) Support September 81

     o   Standard Word Processor Unscheduled

   B.   File Transfer Code Translator Facilities (Applications)

     o   NBI to SCRIPT   Unscheduled

     o   SCRIPT to NBI   Unscheduled

AIM:
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